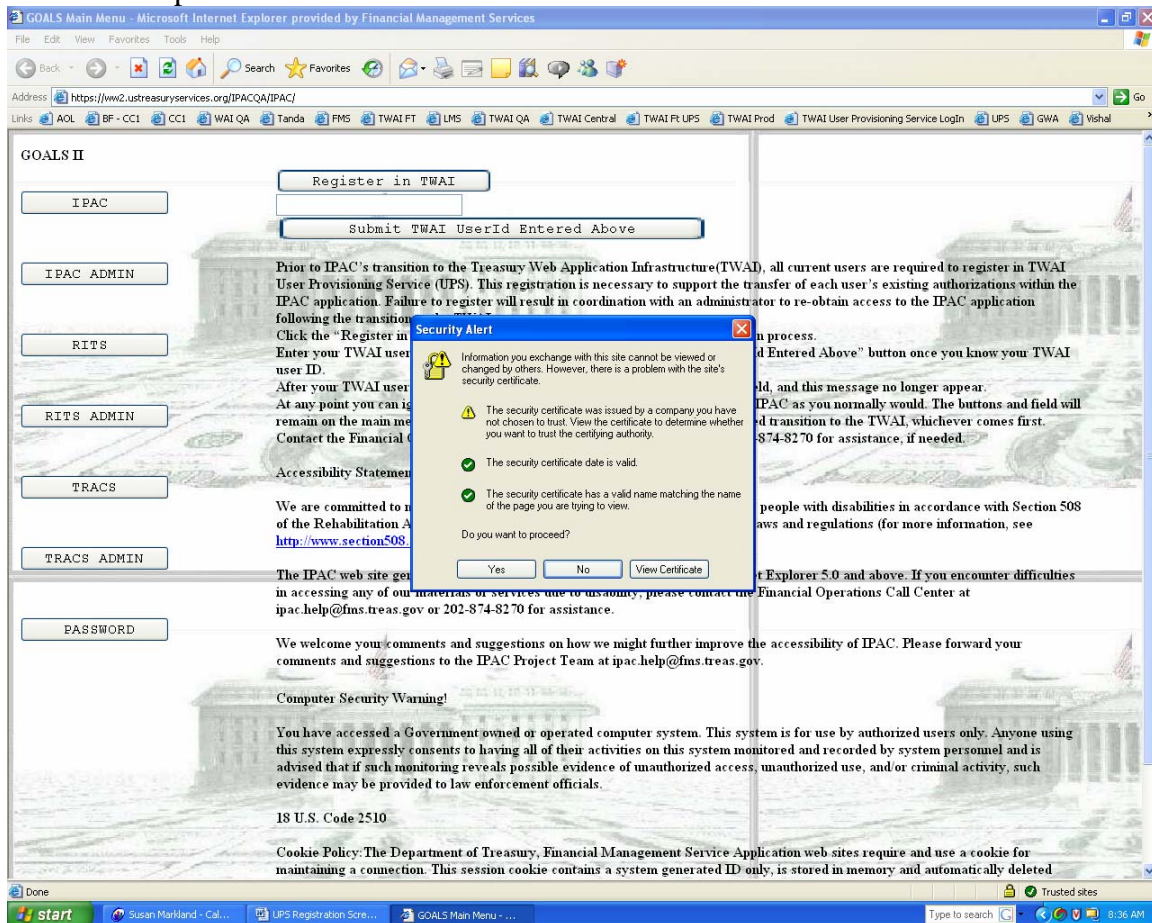# User Provisioning Service (UPS)
IPAC TWAI Registration Process

Important – UPS and IPAC was not designed to be used with anything other than Internet Explorer. You must be sure that the default browser is set to Internet Explorer before beginning this process.   If you do not know how to check for the default browser, please contact someone at your agency help desk to assist you.

Step 1: From the GOALS II IPAC Menu, click on the "Register in TWAI" button from the IPAC main menu to be redirected to the TWAI UPS URL.
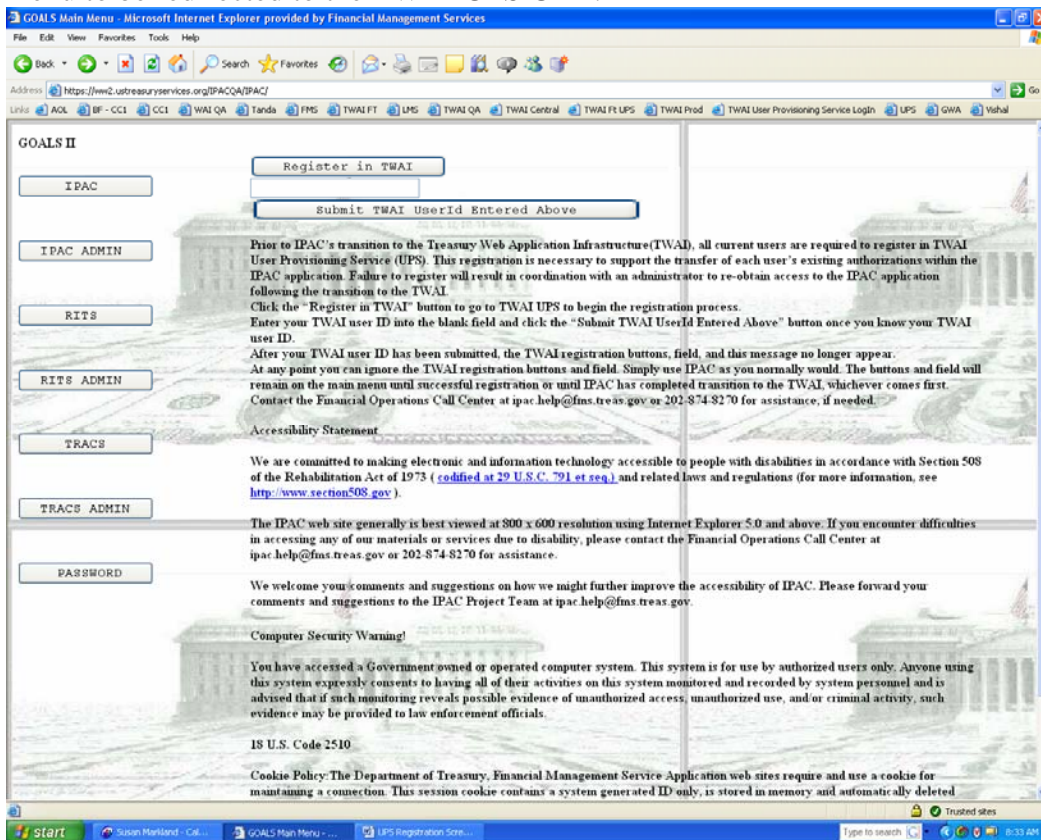
Step 2: A Security Alert box will be displayed providing information regarding the certificate. Click "Yes" to proceed.

Step 3: Click on the "Register" link.

Step 4: Key in the number that appears and click "Next"

Step 5: Click the "New Users Click Here" button.

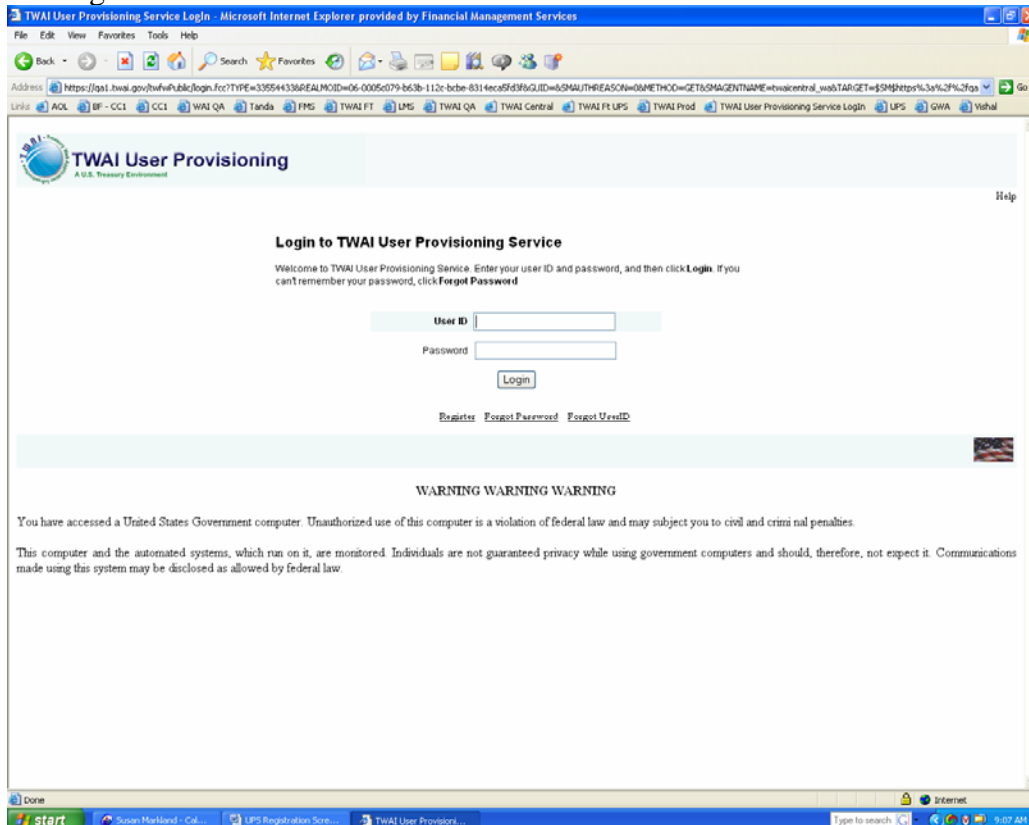**Step 6:** Key in your name and email address, and then click "Next".

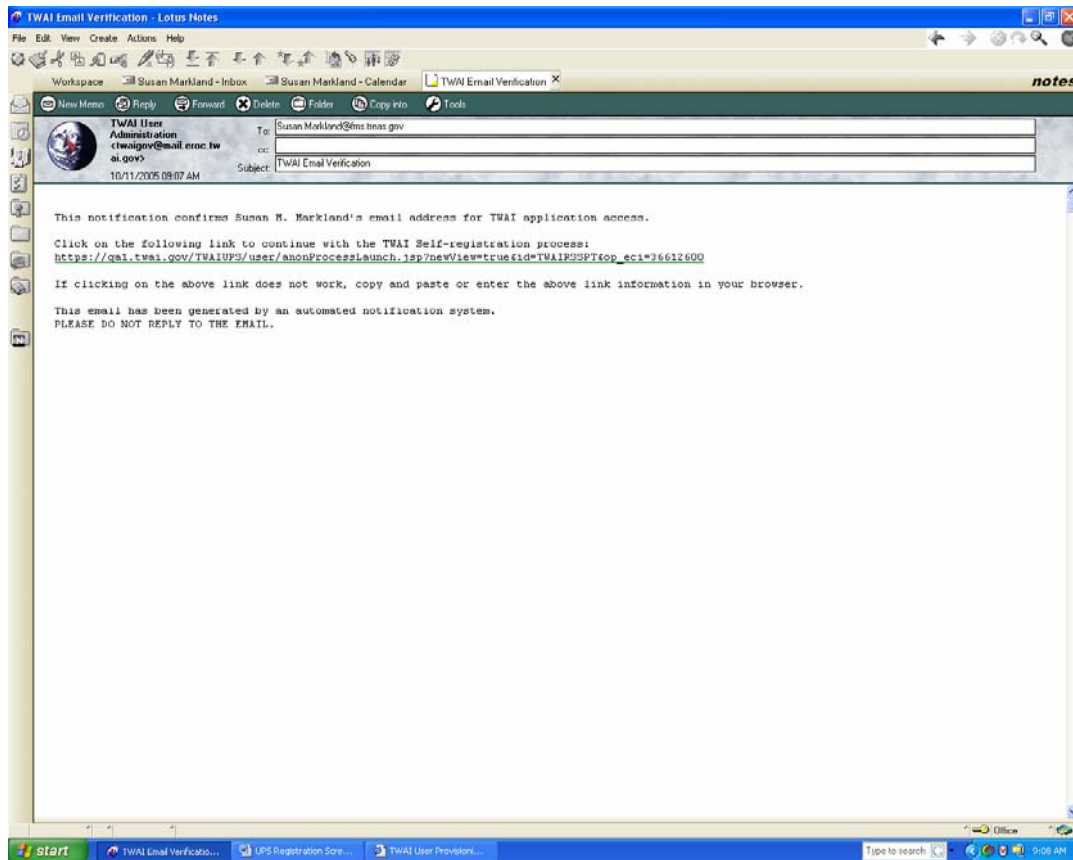**Step 7:** Click the "Finish" button.
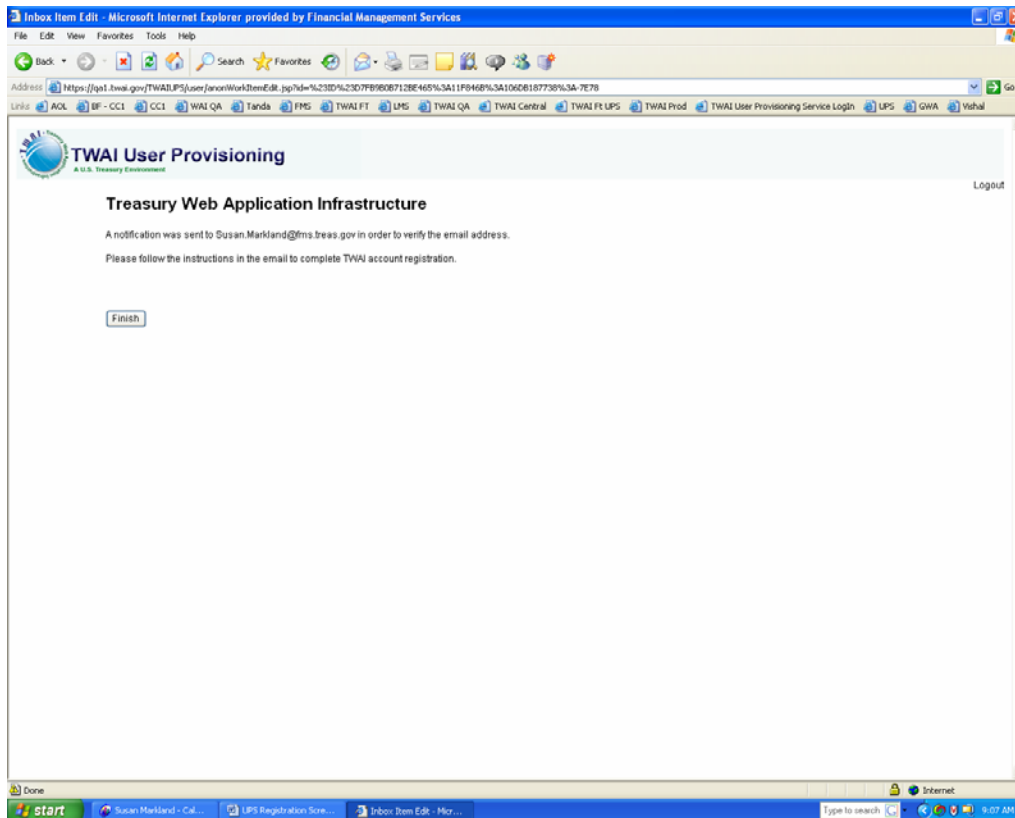
You will be directed back the login screen:

Step 8: Close the login screen

Step 9: Wait for an email to arrive at the email address you provided above. When it arrives click the link that is embedded in the message.

Step 10: Enter the number and click "Next".

Step 11: Verify that your name and email address appear, and then click "Next".

Step 12: Select the organization type "Federal Agency", then click "Next".

Step 13: Select the agency at which you work from the drop down listing, and then click "Next".

Step 14: Enter your personal information…

Step 15: Continue entering personal information, and then click "Next".

Miscellaneous Info:

Generation = Jr. Sr. etc.

Registered Address = For TCIS users

No dashes should be used in the phone number.

Note the TWAI User ID that is assigned. This is the user id to be used for all applications in the TWAI including IPAC. This is also the user id that to be entered on the IPAC main menu as part of registration for IPAC in the TWAI.

Step 16: Create your new TWAI password and enter it twice, then click "Next".

Step 17: Click "Finish".

Step 18: You will be directed to the login page.   Close this window.
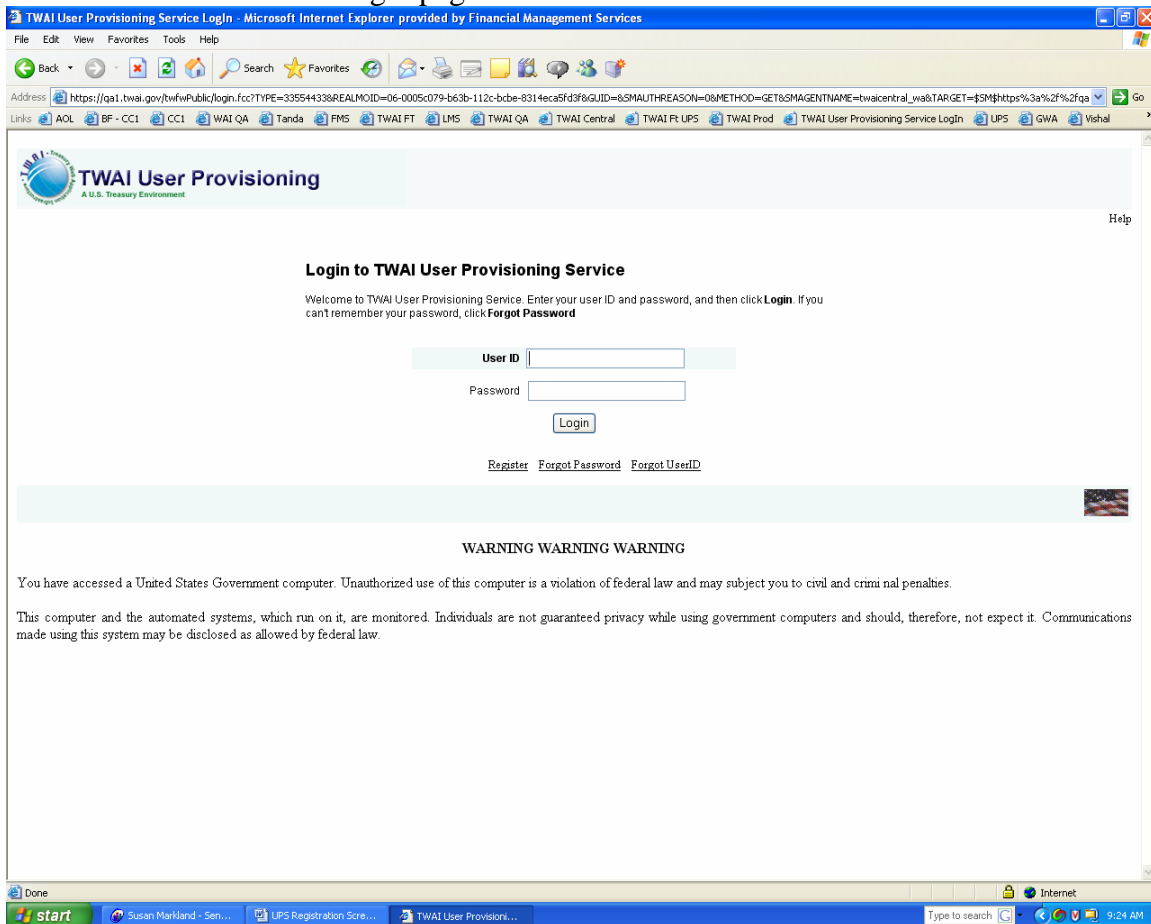
Step 18: Go to the current production IPAC URL. Log on with current WAI user id to gain access to current production. In the blank field, enter the newly assigned TWAI user id into the text field displayed on the main menu, then click "Submit TWAI UserId Entered Above". T

Step 19: The IPAC main menu will now redisplay without the TWAI relevant buttons and field. At this time registration for IPAC TWAI access is complete.

Note: If at any future time the TWAI buttons and field reappear on the IPAC main menu, simply reenter your TWAI id and click "Submit TWAI UserId Entered Above". This single field data entry process (at least once for each IPAC login id a user has) will be necessary for users that currently have multiple login ids in the IPAC application. In the TWAI each user will only have one unique TWAI user id.
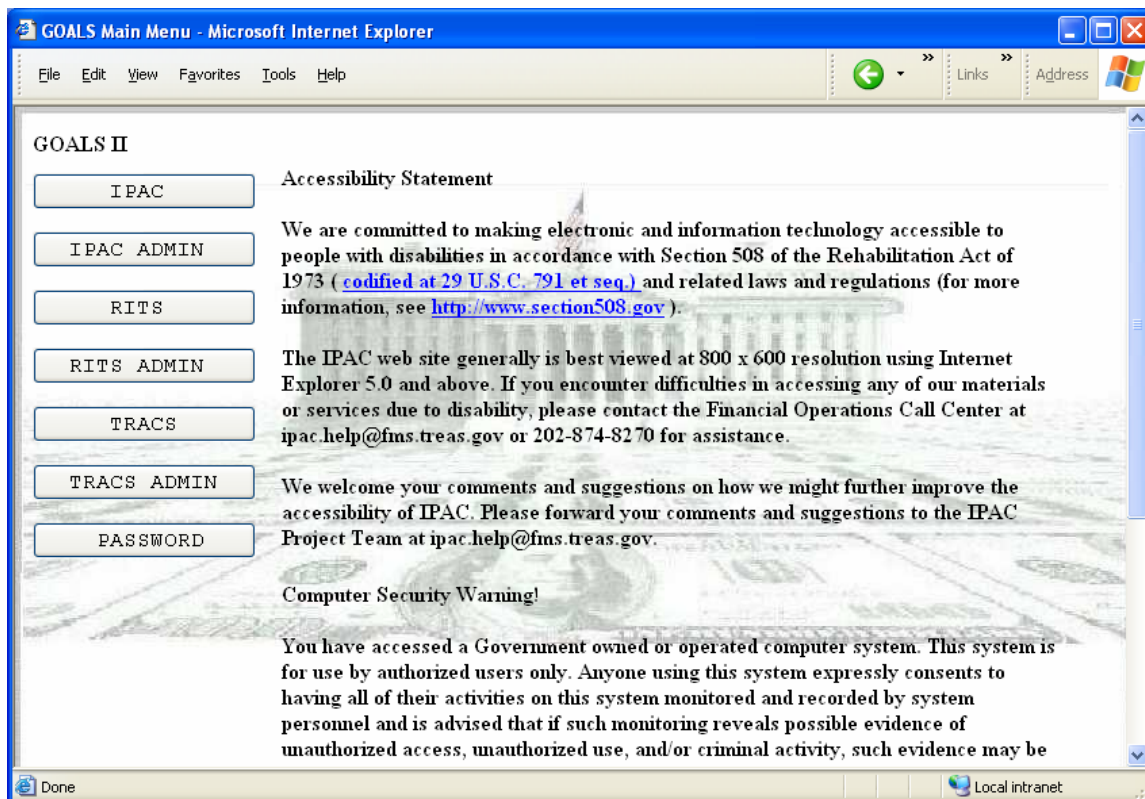
Remember your user id and password. This will be what you use to login after IPAC has gone live in the TWAI environment. Until that time, you will continue to login to the current IPAC in the WAI using your existing user ids and passwords.

If you have more than one user id and password, you do not need to complete the entire registration process. Instead when you login to the current IPAC with a different user id, and begin with Step 18. Be sure to enter your newly acquired TWAI user id.

The User-Redirection Process is now complete.